**How to type in Japanese**: (How to type in Japanese1-Jap2016 Dell docs)

**Make sure you have JP showing on your language bar.**If you do not, then click on the EN and select JP. Also, select ‘Show language bar’.

**‘AInput Mode’** should be nearby on the language bar.When this shows, you will be able to type in ENGLISH letters.Use this to type any borrowed words like chiizu (cheese), basu (bus), banana (banana).

To type these borrowed words in Katakana: Click on the **A** & a menu will pop up.Select Full width Katakana.

Type in romaji. Eg: basu 🡪 **バス**；banana🡪**バナナ。**To make a **long sound** **in katakana** use the ‘minus sign’.Eg:　chiizu🡪**チーズ。**

To type Japanese words in Hiragana:Click on the **A,** the menu will pop up. Select **Hiragana.**

When you type in hiragana, you must enter **Japanese Language** in English letters (ie **romaji**). Do **not** enter English Language.

Things to note:

To write the joshi「を」　enter ‘wo’.

To write the joshi「は」enter ‘ha’.

To write the sound「ん」enter ‘nn’.

Remember your full-stops at the end of sentences. They look like 。

When you enter a word, press ENTER on your keyboard BEFORE you press the space bar. If you press the space bar first, the word will be transformed into kanji. (Obviously, if you want kanji, then that is how you get it!)

Eg:If you enter nihonｎ, then press ENTER, you will get にほん。

　If you enter nihonn, then press SPACE BAR、you will get 日本.